

AgriLife Classification Description

Last Updated: 7/24/07

0120
FINANCIAL ASSISTANT I
06/24/07

SUMMARY

General Description: Performs clerical, accounting, and customer service support at a University level within the Division of Finance.

DUTIES

Typical: Records, sorts, verifies, inputs and retrieves financial data; provides customer service and answers general inquiries at a University level; performs general office duties such as copying, and faxing; prepares routine or standardized correspondence; maintains files and records; may perform cash handling duties; performs related duties as required.

SUPERVISION

Received: Instruction and regular review from administrative supervisor.

Given: None.

EDUCATION

Required: High school graduation, including business courses at the high school or college level, or any equivalent combination of training and experience.

Preferred: Business course at a college level.

EXPERIENCE

Required: One year business or accounting experience.

Preferred: Previous Texas A&M University experience.

KNOWLEDGE, ABILITIES AND SKILLS

Typical: Excellent communication, customer service and problem recognition skills. Attention to detail. Ability to comprehend and carry out rules and regulations. Working knowledge of word processing and spreadsheet programs preferred. Ability to use standard office equipment, microcomputers and terminals in a mainframe environment.